



U.S. DEPARTMENT OF  
**ENERGY**

OFFICE OF  
**ENVIRONMENTAL  
MANAGEMENT**

# **Paducah Infrastructure Support Services Final Request For Proposal Pre-Proposal Conference Briefing DE-SOL-0006383**

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# Welcome and Purpose

- Pre-Proposal Conference Briefing for the U.S. Department of Energy (DOE) Final Request for Proposal (RFP) DE-SOL-0006383 for Infrastructure Support Services at the Paducah Site near Paducah, Kentucky.
- Purpose of the Pre-Proposal Conference Briefing and Site Tour:
  - Emphasize certain notable changes from the Draft RFP to the Final RFP.
  - Visualize physical descriptions included in the Performance Work Statement (PWS).
  - Allow Offerors to gain a better understanding of the Paducah Infrastructure Support Services Final RFP.

# Logistics/Ground Rules

- No cell phones, audio, or video recording are permitted.
- Briefing slides, tour information, and attendee list will be posted on the procurement website.
- The written terms and conditions of the Final RFP govern over any information presented today.

# Logistics/Ground Rules

- DOE will not answer any questions during the pre-proposal conference briefing or site tour. However, interested parties are encouraged to submit their questions pertaining to the Final RFP via the e-mail address at [PaducahInfrastructure@emcbc.doe.gov](mailto:PaducahInfrastructure@emcbc.doe.gov). All questions must be submitted not later than 21 calendar days prior to the proposal due date (which is October 30, 2014), and answers to questions will be posted to the procurement website.
  - Non-attribution in relation to submitted questions.
  - Offerors are welcome to contact the Contract Specialist and/or Contracting Officer directly if an email acknowledgement confirming receipt of submitted questions is not received within 3 business days.


## Pre-Proposal Conference Briefing Topics:

- Procurement Website
- Summary Overview of the Acquisition Process
- Overview of the Notable Updates and Changes from the Draft RFP to the Final RFP



<https://www.emcbc.doe.gov/SEB/PaducahInfrastructure/>

Environmental Management Consolidated Business Center | Cincinnati, Ohio



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## Paducah Infrastructure Support Services

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WELCOME TO THE HOME PAGE  
FOR  
PADUCAH INFRASTRUCTURE SUPPORT SERVICES

The U.S. Department of Energy is seeking a contractor to provide infrastructure support services at the Paducah Gaseous Diffusion Plant (PGDP or Paducah Site). The infrastructure support services to be acquired will be performed at the Paducah site, which is located on a federal reservation in Western Kentucky, approximately 8 miles west of Paducah, Kentucky, and 3.5 miles south of the Ohio River. The PGDP is situated on approximately 3,556 acres divided as follows:

- 748 acres within a fenced limited security area;
- Approximately 822 acres of uninhabited area surrounding the plant area; and
- 1,986 acres licensed to the Kentucky Department of Fish and Wildlife as part of the West Kentucky Wildlife Management Area.

The infrastructure support services to be provided under this acquisition include surveillance, maintenance and repair of facilities; janitorial services; grounds maintenance, snow removal, and pest control; roadway/parking lot maintenance; computing, telecommunication, and cyber security; fleet management; real and personal property management; records management and document control; safeguards and security; environment, safety, health and quality (ESH&Q) program; and training services.

# Acquisition Process

- Industry has 45 days from the date the Final RFP is released to prepare and submit their proposal to DOE. Proposals are due by November 20, 2014.
- The proposal shall consist of three physically separate volumes:
  - Volume I – Offer and Other Documents
  - Volume II – Technical Proposal
  - Volume III – Price Proposal
- Minimum Proposal Acceptance Period will be 360 days after due date for receipt of proposals.
- Government intends to award a contract without discussions to the Offeror submitting the proposal determined to represent the best value—the proposal most advantageous to the Government, price and other factors considered.

# RFP Overview

- Sections A – J of the Final RFP will become the resultant contract.
  - Section A consists of Standard Form 33 which must be signed by an authorized representative of the Contractor as part of the proposal.
  - Becomes a fully-executed contract when the SF 33 is signed by the Government within the Minimum Proposal Acceptance Period (360 days).
- Section K will be incorporated by reference into the contract.
- Sections L and M contain the proposal preparation instructions and the basis for evaluation and award.



## Section B - Updates

### Notable Changes:

- The contract terms were adjusted from a one-year base and four one-year option periods in the Draft RFP to a three-year base and a 22-month option period in the Final RFP. This adjustment resulted in a corresponding change to the contract line item number (CLIN) structure in Section B.2, CLIN Structure, as well as Section F.3, Period of Performance.

| Period               | Firm-Fixed-Price<br>(Operations) | Firm-Fixed-Price<br>(Security) | Labor Hour<br>(EEOICPA*) | Cost<br>Reimbursement | IDIQ |
|----------------------|----------------------------------|--------------------------------|--------------------------|-----------------------|------|
| Transition<br>Period | 0001                             |                                |                          |                       |      |
| Base Period          | 0101                             | 0201                           | 0301                     | 0401                  | 0501 |
| Option Period        | 0102                             | 0202                           | 0302                     | 0402                  | 0502 |
| Closeout             | 0002                             |                                |                          |                       |      |

## Section B - Updates

- The Section B CLINs for Energy Employees Occupational Injury Compensation Program Act work (Sections B.3(b) and C.3.11) were adjusted from Fixed Unit Rate CLINs for verification or records responses in the Draft RFP, to Labor Hour CLINs in the Final RFP. The Final RFP includes an estimated number of hours for an EEOICPA Records Technician and EEOICPA Derivative Classifier. Additionally, minimum qualifications for these positions are included in Section J, Attachment J-8.
- Section B.3(c), Cost Reimbursement CLINs, includes the estimated costs for the cost reimbursement CLINs. These amounts are also included in Section J, Attachment J-10.
- Section B.3(d), IDIQ CLINs, includes an IDIQ maximum ordering value of \$50,000,000.

## Section C - Updates

Similar to the Draft RFP, the PWS includes five sections. Section C.1.0 contains information that is relevant to the entire scope of the Contract. Section C.2.0 contains project management and administration requirements that are relevant to the firm-fixed-price and labor hour scope of the Contract. Sections C.3.0, C.4.0, and C.5.0 contain the technical information and requirements specific to the firm-fixed-price and labor hour; cost reimbursement; and Indefinite Delivery/Indefinite Quantity (IDIQ) work, respectively.

C.1.0 General Information

C.2.0 Management and Administration

C.3.0 Firm-Fixed-Price and Labor Hour Work

C.4.0 Cost Reimbursement Work

C.5.0 IDIQ Work

## Section C - Updates

### Notable Changes:

- Various updates were made to multiple elements of the PWS scope based on industry feedback from the Draft RFP to clarify specific details. The majority of these changes impacted the following PWS sections:
  - C.3.1, Contract Transition
  - C.3.3, Safeguards and Security
  - C.3.5.2, Maintenance Management
  - C.3.5.3, Maintenance of Buildings, Structures, Installed Equipment, and Furnishings
  - C.3.5.7 Snow and Ice Prevention/Removal
  - C.3.6, Records Management
  - C.3.11, Energy Employees Occupational Injury Compensation Program Act
  - C.4.0, Cost Reimbursement Work

## Section C - Updates

### C.3.1 Contract Transition

- Language added to state that certain deliverables identified in Section J, Attachment J-4, List of Deliverables, for work scope outside of Section C.3.1, Contract Transition, are scheduled for delivery prior to the completion of the transition period. Deliverables scheduled for delivery prior to the completion of the transition period shall be provided to DOE in a timely manner in accordance with the specified requirement for each deliverable.

### C.3.3 Safeguards and Security

- Many notable changes to the PWS language throughout the entire safeguards and security section.



## Section C - Updates

### C.3.5.2 Maintenance Management – Applicable to Sections C.3.5.3 through C.3.5.9

- The Contractor has full responsibility for any LEVEL II maintenance work up to the limit of liability of 80 direct labor hours or \$2,500 in direct material cost per maintenance activity, piece of equipment, or service call. The direct labor hour limit of liability is restricted to the cumulative direct labor hours for craft personnel (e.g., carpenters, electricians, masons, laborers, plumbers, heating ventilation and air conditioning (HVAC) technicians, sheet metal workers, painters) in the performance of work in place. Labor hours attributable to support areas such as administration, supervision, work planning, quality assurance, waste management, oversight, etc., are not included within the direct labor hour limit of liability.
- An estimated workload for LEVEL II Service Orders is provided in Section J, Attachment J-8.C.3.5.2.2.2, “Estimated Annual Level II Service Order(s).”

## Section C - Updates

### C.3.5.3 Maintenance of Buildings, Structures, Installed Equipment, and Furnishings

- The Final RFP incorporates a reorganization of Section C.3.5.3.
- The Contractor may utilize standards adopted by DOE Technical Standards Program as indicated in Section J, Attachment J-8.C.3.5.3.1, “DOE Technical Standards Program, Appendix B, Non-Government Standards Adopted by DOE” or State or local codes, as applicable.
- Inclusion of a listing of requirements provided in Attachment J-8.C.3.5.3c, “Maintenance Requirements for Buildings, Structures, Installed Equipment, System(s) and Components” for planning, scheduling and conducting work under this Contract.

## Section C - Updates

### C.3.5.7 Snow and Ice Prevention/Removal

- Required durations for LEVEL I snow and ice removal under Section C.3.5.7.5 were increased from the durations included in the Draft RFP.

### C.3.6 Records Management and Document Control

- Many notable changes to the PWS language throughout the entire records management section.

## Section C - Updates

### C.3.11 Energy Employees Occupational Injury Compensation Program Act (EEOICPA)

- Verify the existence of employment histories and availability of records, if any.
- Provide medical records, radiation dose records, and any other records related to or pertinent to the condition or case for any individual.
- Maintain records and respond to EEOICPA inquiries and reviews.
- Adjusted from a Fixed Unit Rate per claim processed to a labor hour CLIN for EEOICPA Records Technicians and EEOICPA Derivative Classifiers.
- Estimated number of labor hours for each labor category is included in Section B and Section J-10 of the Final RFP.

# Section C - Updates

## C.4.0 Cost Reimbursement Work:

Similar to the Draft RFP, unless specifically included in PWS Section C.4.0, all Contract requirements are included in the firm-fixed-price, labor hour, or IDIQ CLINs. The cost reimbursement CLIN includes the following specific cost reimbursement items. No direct labor costs, indirect costs, or fee shall be paid in addition to cost reimbursement items included in PWS Section C.4.0.

- C.4.1 Benefit Plans – Now refers to Section H.6(E), Reimbursement of the Contractor Costs for Benefit Plans
- C.4.2 Utilities – Now includes PGDP site AT&T telephone costs
- C.4.3 DOE Physicals – No change
- C.4.4 Replacement of Government Furnished Property – Now also includes computer monitors
- C.4.5 Interagency Fleet Management System (IFMS) Vehicles – New section
- C.4.6 Software Licenses – New section



# Section J, J-8 Attachments - Updates

## Section J, J-8 Attachments – Technical Documents, Exhibits, and Other Attachments:

- Complete J-8 Attachments provided with the Final RFP include.
  - Historical Listing of Positions Requiring Clearances
  - Listing of Facilities Responsibility Matrix
  - Security Services Workload History
  - Automated Access Control System Listing
  - Information Technology Service Matrix
  - Information Technology System Application Inventory & Workload History
  - Communications System Description
  - Level II Service Order Workload Projection
  - Characteristics of Facilities for Surveillance and Maintenance
  - Mowing Zone Map
  - Listing of Roads and Bridges
  - Rail System Map
  - Trestle Location Map
  - Historical Records Description

The following Contractor Human Resource Management (CHRM) clauses are included in the Final RFP:

- H.4, Definitions
- H.5, Hiring Preferences
- H.6, Pay and Benefit Plans
- H.7, Workforce Transition and Benefits Transition: Plans and Timeframes
- H.8, Post Contract Responsibilities for Pension and Other Benefit Plans for Which DOE Reimburses Costs
- H.9, Labor Relations
- H.10, Workforce Restructuring

The CHRM H clauses include a large volume of pertinent information, and should be read in detail by prospective Offerors.

## Section H - Updates

### H.26 Key Personnel:

- The Key Personnel retention period in Section H.26, Key Personnel, was revised upward from one year to two years due to the lengthening of the base period.

## Section J - Updates

The Final RFP includes the following Section J attachments, which were not included in the Draft RFP:

- Attachment J-3, Accountable Property List – Listing of accountable property provided by DOE.
- Attachment J-4, List of Deliverables – Summarizes the specific products the Contractor shall submit to the DOE, the type of action DOE will perform, and the date/timeframe that the Contractor shall submit the product.
- Attachment J-5, Government Furnished Services and Interface Requirements Matrix – Identifies the key specific tasks and services that require interface and coordination with other site entities.
- Attachment J-11, Quality Assurance Surveillance Plan – Describes the procedures that DOE Quality Assurance Evaluators (QAEs) will use to monitor and evaluate the Contractor's performance. The plan describes the methodology utilized to conduct both quantitative and qualitative evaluation of Contractor performance under the contract, including surveillance methods and intended deductions for non-performance and/or unsatisfactory performance.

## Section J - Updates

- Of specific note, the List of Deliverables (Attachment J-4) includes a deliverable for Basis of Estimate (BOE) Statements within five (5) days of contract award.
- Attachment J-10, Exhibit Line Item Numbers (ELINs), was adjusted to reflect the three-year base period and 22-month option period included in the Final RFP. Additionally, the estimated costs are provided for the cost reimbursement ELINs, and the IDIQ ELINs were revised from the Draft RFP.



# Sections L and M - Updates

## Notable changes:

- The size standard for North American Industry Classification System (NAICS) Code 561210, Facilities Support Services, increased from \$35.5M to \$38.5M during July 2014. This change is reflected in Section L.24, Small Business Size Standards and Set-Aside Information.
- Necessary “TBD” placeholders for specific dates were updated within various Section L provisions to reflect the established date for the pre-proposal site tour, the due date for question submittal on the Final RFP package, and the due date for proposal submittal.
- The major subcontractor definition increased from \$5 million to \$10 million under Section L.30, Proposal Preparation Instructions – General.
- Section L.32, Proposal Preparation Instructions – Volume II: Technical Proposal, was updated to include the Offeror’s approach to providing and maintaining its proposed pension and welfare benefit plans under Criterion 2, Technical and Management Approach. Corresponding evaluation language was also added in Section M.4, Technical Evaluation Criteria.

## Sections L and M - Updates

- Section L.33, Proposal Preparation Instructions – Volume III: Price Proposal, was revised to include historical amounts paid under the current contract (DE-AC30-10CC40021), as well as an estimated funding profile for the firm-fixed-price, labor hour, and cost reimbursement CLINs.
- Safety statistics were added as Item 15 within Attachment L-3, Past Performance and Relevant Experience Reference Information Form.
- Attachment L-6, Labor Categories and Full-Time Equivalents, was updated to reflect the three-year base period and 22-month option period included in the Final RFP.
- Attachment L-7, List of Contracts Terminated for Convenience or Default, was added to the Final RFP. Corresponding evaluation language was also added in Section M.4, Past Performance.
- Clarifying language added to past performance and relevant experience criterion in Sections L and M:

“Except in unusual circumstances, work performed for DOE’s Office of Environmental Management will be considered to be at least Somewhat Relevant.”

# Closing

- Thank you for attending!
- Questions may submitted via the procurement e-mail address at [PaducahInfrastructure@emcbc.doe.gov](mailto:PaducahInfrastructure@emcbc.doe.gov).

## Site Tour ground rules and instructions are as follows:

- There are several prohibited/controlled items that are not allowed at the Paducah Site. These items are real or simulated firearms and ammunition, stun guns, alcoholic beverages, illegal drugs and paraphernalia, explosives, hand-held weapons, chemical irritants, and items prohibited by state and federal law. Other items not allowed on the tour are copying devices, electronic recording devices, cameras, radios, cellular telephones, blackberries (an emergency number will be available), and knives with blades more than three inches long. Contraband brought to the Paducah Site will be confiscated.
- Please also be aware that all hand carried items (packages, briefcases, handbags, purses, etc.) will be subject to inspection. The DOE will not be responsible for securing any items during the tour so it is recommended they be locked in your vehicle. Please keep hand-carried items to a minimum.
- No smoking, no chewing (gum or tobacco products).
- Please note that tour escorts are instructed not to engage in conversation, and will not be answering any questions.